



Tennessee Manufactured Housing Association
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15-HOUR INITIAL CERTIFICATION RETAILER AND INSTALLER COURSES 2010

15-HOUR COURSE DESCRIPTION

This course is designed to educate retailers, installers and other interested parties, in the manufactured housing industry in Tennessee, for the purpose of applying with the Tennessee State Fire Marshal's Office as a licensed or certified manufactured housing retailer or installer. Individuals attending this course will receive instruction on the proper and legal aspects of required manufactured home installation. This Course is also needed for employees of licensed companies who will be on-site during the installation. Tennessee law requires at least one (1) person on-site must have attended the course and passed the exam.

TESTING

Once you have completed the 15-Hour course, an exam will be administered, by Professional Credential Services, on the second day. **You must present a photo I.D. in order to take the exam.**

FEES AND GENERAL

TMHA will conduct these classes at the Tennessee Fire Service & Codes Enforcement Academy. The TFSCEA offers a unique opportunity to utilize state of the art training facilities, on-site dormitory rooms (every two rooms share a joined restroom), as well as three meals a day. The fee for the **15-Hour Course** is **\$260 for TMHA members and \$340 for non-members**. This registration fee **includes your \$110 state exam fee**. [Only direct employees of member companies are allowed to take the educational discount. Subcontractors of member companies are not allowed to use a member's discount.]

- **TMHA members** will be provided a dormitory room at no extra charge, when requested 2 weeks in advance. [Maximum of 2 nights.]
- **Non-member companies** will be required to call the Academy directly for onsite lodging accommodations. The Academy requires a 2 week notification for direct reservations. Late registrations cannot be guaranteed onsite lodging. **[Non members should call 931/294-4305 for onsite lodging.]**

Please use the "TMHA Registration Form" to register for this course. Payment must be submitted with your registration form. Please use one form per registrant. (You may make copies of the form as needed.) No refunds will be issued. **Registration begins at 7:45 a.m. on the first day.** The 15-Hour course is **limited to the first 50 paid registrants.** TMHA reserves the right to cancel courses with an insufficient number of students, one week prior to the course date.

Please read and follow all instructions.

- Fill out and return the TMHA Registration Form, with payment, at least two weeks prior to class date.
- Cancellations must be received within 14 days prior to the start of class. No Refunds will be issued for cancellations made after the 14 day cut off.
- No firearms are allowed on the premises at anytime.

Special Note: Americans with Disabilities Act (ADA) – Modifications to the administration of the state's required examination are available for candidates who qualify. If you need special accommodations you must contact PCS at (877-887-9727) to request an application. This must be done 30 days in advance in order to process eligibility.

15-HOUR [Two day] COURSE SCHEDULE & Notes

February	16 – 17, 2010	TN Fire Service & Codes Enforcement Academy 2161 Unionville-Deason Road, Bell Buckle, TN 37020 Main Line: 800-747-8868 Non-Member Onsite Lodging: 931/294-4305
May	18 – 19, 2010	
August	24 – 25, 2010	
November	16 – 17, 2010	

TIME: Day 1: [7:45 am registration]; 8:00a cst – 8:00p cst

Day 2: 8:00a- 4:30p cst